

## **RECREATION MANAGER**

### **DEFINITION:**

Under general supervision of the City Manager or his/her designee, promotes and coordinates recreation activities in Morgan Hill; coordinates recreation service providers' activities with City park maintenance staff; analyzes community recreation needs; supports the City's Recreation and Library Commissions; performs related work as required.

### **CLASS CHARACTERISTICS:**

Incumbents in this class have primary responsibility for coordinating youth and adult recreation services offered by various recreation service providers in Morgan Hill. This is a full professional class.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Assesses community recreation service needs, community interest and client base to be served.
2. Provides recreational referral services for client population
3. Serves as a liaison between the City, other public and private agencies, and citizen groups on matters pertaining to recreation services.
4. Organizes and leads Recreation Service Providers Council
5. Administers City's contract with YMCA and/or contracts with other recreation service providers.
6. Creates publicity materials including news releases, brochures, flyers and other graphic materials and provides for the distribution of information about community recreation programs.
7. Develops an annual budget for the department and determines funding sources for this activity.
8. Provides staff support to the Recreation and Library Commissions.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (CONTINUED):**

9. Confers with and provides professional assistance to members of City departments on recreation matters.
10. Conducts analytical studies.
11. Prepares a variety of periodic and special reports regarding assigned activities.
12. Works with community organizations to locate and coordinate the use of facilities, fields, equipment, supplies and other items required for recreation programs.
13. Makes presentations before Boards and Commissions, community groups and others.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Works with community organizations to locate instructors, officials and others to assist with the implementation of desired recreation programs.
2. May assist in registration and fee collection for community recreation programs.
3. May oversee the activities of part-time and contract personnel.
4. Develops long- and short-range plans and projects.
5. May schedule facilities for recreation programs and events.
6. Performs other related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles, practices and techniques of recreation program development and implementation.
2. The needs and interests of people of various age, ethnic, and socioeconomic groups.
3. Administrative principles and methods, including program development and implementation and budget preparation.

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4. Recreation needs and desires of the citizens in a community such as Morgan Hill.
5. Community resources and recreation service providers in Morgan Hill.

### **Skill in:**

1. Coordinating, promoting, and evaluating recreation, social, sports and related activities for all age groups.
2. Analyzing problems, evaluating alternatives and making creative recommendations.
3. Evaluating the needs of the community in relation to the resources of the City.
4. Preparing clear, concise and effective publicity and informational materials, reports, correspondence and other written materials.
5. Using personal computer for word processing and the development of informational materials.

### **Ability to:**

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and sound independent judgment in the course of undertaking assigned responsibilities.
3. Administer City contracts with recreation service providers.
4. Work irregular hours, shifts, or weekends as required.

### **JOB REQUIREMENTS:**

1. Must possess a valid California Class C driver's license in compliance with adopted City standards.

### **OTHER QUALIFICATIONS:**

1. Graduation from a four-year college with major course work in recreation, public administration or a field related to the work and three years of increasingly responsible experience in the recreation field, including at least one year of experience supporting a public committee or commission. Additional appropriate

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experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Lifting up to 25 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: office conditions, 90% of the time  
Outdoors: varying conditions, 10% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

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